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27 March 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 20-27 March 1956

1. Basic Supervision. Basic Supervision #17 was completed 23 March. All the 16 students, GS 12-14, who began the course completed it.

Preliminary enrollment figures for the Basic Supervision course scheduled for GS 5-7, 7-18 May, show that an extra presentation will be required. Since we are already committed to be carrying two courses for one week during May, and a Management Conference for OSI is being planned for 21-25 May, it has been difficult to find time and a classroom for the extra presentation. On an experimental basis, this extra course will be scheduled for one week, full time, 3 April - 4 May. Students will be called on to complete 4 - 8 hours' reading before the course begins. Compressing this presentation into one week will enable us to try out a different scheduling pattern, as well as to meet a peak demand for the course.

2. Basic Management. Basic Management #23, for GS 11-13, began Monday, 26 March. There are 20 students, the course maximum, distributed by components as follows: DD/I, 6 (including 3 from OCR); DD/S, 8; DD/P, 5; and one from the Cable Secretariat.

3. Evaluations. After rather extensive drafting and re-drafting, a notice of completion of Basic Management and Basic Supervision courses has been agreed upon with the Assessment and Evaluation Staff. This form is not an evaluation, but will be used to record the fact that students have taken the course, during the time that we are continuing to work on the problem of evaluating students' performance in these courses.

4. Personnel. [] Management Training secretary, is scheduled to transfer to a position as secretary to the Chief, Basic School, about 1 June. The Personnel Office, OTR, has no prospect of filling this GS-6 position by the time [] leaves.

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Chief, Management Training

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